

'EDITED' TASK LISTING

CLASS: MATERIALS & STORES SUPERVISOR II, CF

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise proper ordering, receipt, storage, issuing, inventory, and delivery of a large volume of varied supplies, materials, and equipment to provide adequate quantities for the institution utilizing various resources (i.e.; State Administrative Manual (SAM); Departmental Operations Manual (DOM). Injury, Illness Prevention Program (IIPP); State Logistics And Materials Management (SLAMM); etc.) as needed.
2.	Supervise and train subordinate staff to complete daily warehouse assignments utilizing various resources (i.e.; inmate labor, warehouse equipment, institutional policies/procedures; rules, regulations, etc.) as needed.
3.	Assume duties and responsibilities in the absence of Warehouse Manager I/II, Correctional Facility to maintain an uninterrupted flow of materials utilizing knowledge, skills, policies and procedures as needed.
4.	Determine what supplies need to be ordered to create an uninterrupted flow of materials without overstocking by using SLAMM, Automated Canteen Inventory System (ACIS), etc. as needed.
5.	Review store room supply orders (STD. 115) submitted to the warehouse (i.e.; program, yards, administration, etc.) and distribute to the appropriate designated area (i.e., housekeeping, stationary, food, etc.). In addition, verify the pulling, staging, and delivery of these orders by using assigned staff and inmates as required.
6.	Prepare areas for physical inventories by establishing cut-off dates, teams, and locations verifying and reconciling inventory discrepancies by reviewing receipts, issues, physical counts, and computer data/transactions monthly/quarterly/annually.
7.	Responsible for the training and development of staff in proper 'receiving procedures' (i.e., damages, hazardous materials, quantities, temperatures, freshness/quality of goods, etc.) using purchase orders, freight bills, invoices, log temperatures/United States Department of Agriculture (U.S.D.A.) inspection sheets, etc. as needed
8.	Monitors that proper storage procedures are in compliance with acceptable government standards (i.e., chemicals, hot items (drugs, tools, needles, syringes), dry goods, refrigerated items, frozen, etc.). Date all received items for proper rotation and location (i.e., FIFO (first in first out)) as needed

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9.	Responsible for the safety and cleanliness of the warehouse to include the retaining of all Materials Safety Data Sheets (MSDS), proper storage of chemicals, hazardous materials, eye wash stations, fire extinguishers, and provide training on material handling equipment, etc. as needed.
10.	Responsible for the performance of subordinate staff by monitoring daily work assignments, preparing probationary/annual/disciplinary reports, In-Service Training (IST), and any other memos/reports as needed.